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ABSTRACT

A project was undertaken to develop and begin implementation of a model developmental vocational guidance program for students in grades 6 through 8 at Hines Middle School in Newport News, Virginia. The computer-based Virginia VIEW Career Information Program was integrated into the model program in order to enhance students' career exploration, and various print and microfiche materials were purchased for use in the developmental program. Next, liaisons were established with two major industries in the area. The local telephone company further agreed to participate in an adopt-a-school arrangement with the middle school. Inservice programs were facilitated to give teachers and counselors current knowledge of local industrial trends, and a model career day program in which representatives for local businesses and industries provided students with first-hand career information was instituted. Through the project, relevant vocational exploration experiences were provided to over 1,000 students at the middle school, and a replicable model for a developmental career exploration program was established. (Appendixes to this report comprise about half the document. They include a project balance sheet, a sample liaison training program agreement, program outlines for a one-day inservice for counselors and teachers, project-related correspondence, a copy of the evaluation instrument used by those assessing the resource center developed during the project, and minutes of the project's advisory committee meetings.) (MN)

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ED274858

FINAL REPORT

Project RESOURCE: Developing A Career Resource Center for Providing A Developmental Vocational Guidance Program

Guidance Project
Conducted Under
Carl D. Perkins Vocational Education Act
Public Law 98-524

Dr. Carol G. Barr, Project Director
Newport News Public Schools
12465 Warwick Boulevard
Newport News, Virginia 23606

July 21, 1986

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ABSTRACT

PROJECT RESOURCE: DEVELOPING A CAREER RESOURCE CENTER FOR PROVIDING A DEVELOPMENTAL VOCATIONAL GUIDANCE PROGRAM

Time Period: August 1, 1985 - May 31, 1986

Goals and Objectives:

1. To develop and begin implementation of a model developmental vocational guidance program for middle school students, grades 6-8.

2. To enhance the career exploration of middle school students by integrating the use of the computer based Virginia VIEW Career Information Program into the model developmental vocational guidance program.

3. To develop and/or purchase equipment and materials to support a developmental vocational guidance program for middle school students, grades 6-8.

4. To establish a model middle school career resource center at Hines Middle School.

5. To develop a liaison with two major industries to provide first hand knowledge of local vocational opportunities to counselors, teachers, and students.

6. To develop and implement a model career day program for middle school students, grades 6-8.

Procedures Followed and Results:

Throughout the project period, the counselors at Hines Middle School have been preparing and implementing a developmental vocational guidance program for students in grades 6-8. The counselors additionally have been evaluating and purchasing career materials which are deemed appropriate for inclusion in a model career resource center for middle school students. The project personnel established a liaison with two major industries in the area and inservice programs were facilitated for counselors and teachers to give them current knowledge of industrial trends. The results of these efforts provided relevant vocational exploration experiences for over 1,000 students at Hines Middle School and a model for middle school vocational guidance that can be adopted by counselors throughout the city and state.

Evaluation, Conclusions and Recommendations:

The evaluations from the teachers and counselors in the inservice training component of the project were very positive. The model Developmental Vocational Guidance Program was received with much enthusiasm at the Project Directors meeting in April 1986. The inservice program with Newport News Shipbuilding has been submitted for a state award as a model education/industry liaison. The recommendation is to continue this inservice program until all counselors in the school division have completed it.

FINAL REPORT

PROJECT RESOURCE: DEVELOPING A CAREER RESOURCE CENTER FOR PROVIDING A DEVELOPMENTAL VOCATIONAL GUIDANCE PROGRAM

OVERVIEW OF PROBLEM AREA ADDRESSED

The Newport News Public School System serves 25,000 students in grades K-12. The division is composed of twenty elementary schools, nine middle schools and four comprehensive high schools.

In the school division's nine middle schools there are 16 fully endorsed counselors who offer a full range of guidance services. The middle school guidance program is designed to offer developmental services in the personal/social, academic, and vocational/career areas. At the time of the project proposal, there were vocational and career guidance objectives in the guidance program but no clearly defined program specifically designed to address this area. Also, there were no career resource centers in the middle schools. This project provided for the development of a model developmental vocational guidance program for middle school students. This model was implemented at Hines Middle School in Newport News and has been made available for adoption at the other eight schools in the school division. This project also provided a career resource center at Hines Middle School which serves as a model for the other middle schools in Newport News.

The Newport News School Division is fortunate to have available in its community the Newport News Shipbuilding

Company. This company is the largest employer in Virginia with over thirty thousand employees. It offers a wide diversity of job opportunities to local residents ranging from engineering to pipefitting to clerical. The school division strives to maintain a close working relationship with Newport News Shipbuilding. The company is a major employer of our graduates and also offers them an excellent post-secondary apprenticeship experience. It is necessary, for these reasons, that counselors be familiar with the employment and training opportunities available in the shipyard. Because the shipyard works on many Navy ships, the security that it must maintain is very rigid. In the past, it has been difficult for counselors to actually go into the facility and examine closely the kinds of jobs available in this highly specialized industry. To overcome this barrier and provide first-hand information to middle school counselors, the Newport News School Division entered into an agreement (Appendix A) with Newport News Shipbuilding in which the company agreed to provide an intensive four-day inservice program for counselors allowing them to actually go into the shipyard and observe and interview workers on the job. As a result of this inservice training, counselors were able to take information back to their schools to both the teachers and students. Resource speakers on industrial careers in the shipyard were made available to students. This training program proved to be so valuable that the Shipyard has agreed to make it an annual event for as long as

the school division needs it.

The Newport News Public Schools participates in an adopt-a-school program and has developed partnerships between several of its schools and local industries. One of those partnerships has been established between Hines Middle School and the C & P Telephone Company. This project built on that relationship by using the telephone company as an important resource in its vocational guidance program. The communications industry exemplifies the latest technological developments. Schools need to provide the young people with the knowledge and experiences that will make them ready for entry into a highly technological world. To provide teachers and counselors with first-hand knowledge of the latest technological advances, the C & P Telephone Company agreed to sponsor an on-site visit. Speakers from the telephone company provided students with specific job-related information. A set of 25 telephone directories for the career resource center was provided by the company to use in a variety of career guidance lessons. This liaison between Hines Middle School and the C & P Telephone Company exemplified how the adopt-a-school program can be expanded to complement the career guidance effort.

No amount of instruction and classroom guidance can take the place of face to face encounters between students and representatives from the world of work. One of the key activities in the model developmental vocational guidance program was the presentation of a career fair for seventh and

eighth grade students. The model for this career day program was developed at Hines Middle School and presented on April 24, 1986. Representatives from local businesses and industries were invited to participate in this event with the goal of providing first-hand information to the students. Participants were asked to demonstrate the specific job skills of their particular trade. Hampton Roads is an area of major military complexes and many of our graduates choose to enter the military service. Representatives from all branches of the military were invited to participate in the career fair. To add an extra dimension of interest, the representatives from the transportation industry were asked to display vehicles used in their jobs. In order to prepare students appropriately for the career day experience, advisory teachers conducted lessons on career exploration. The guidance counselors provided specific objectives for the lessons so that students would be able to participate in the career day experience with the knowledge needed to maximize the learning experience. After the career day activity, the advisory teachers conducted a follow-up lesson to allow students to process and share their learning experiences.

GOALS AND OBJECTIVES

The objectives for this project were as follows:

1. To develop and begin implementation of a model developmental vocational guidance program for middle school students, grades 6-8.
2. To enhance the career exploration of middle school

students by integrating the use of the computer based Virginia VIEW Career Information Program into the model developmental vocational guidance program.

3. To develop and/or purchase equipment and materials to support a developmental vocational guidance program for middle school students, grades 6-8.
4. To establish a model middle school career resource center at Hines Middle School.
5. To develop a liaison with two major industries to provide first hand knowledge of local vocational opportunities to counselors, teachers, and students.
6. To develop and implement a model career day program for middle school students, grades 6-8.

GENERAL PROJECT DESIGN AND PROCEDURES

The pilot school for this project was Hines Middle School which is located in mid-town Newport News. The school serves approximately one thousand students in grades 6-8. The students are representative of the total city population and come from both inner-city and suburban homes. The school is racially well-integrated with a 60% white population and 40% black representation. Additionally, Hines serves as the international center for the school division's ESOL students. Hines houses a number of special programs which greatly enrich the student population. There are approximately 165 identified handicapped students, who are either mentally retarded, learning disabled, or emotionally disturbed, 30 ESOL students, and approximately 150 identified TAG (talented

and gifted) students.

The Hines professional staff is comprised of 65 teachers, 3 administrators, 3 counselors, 2 librarians, and 1 reading consultant. The faculty is competent and professionally mature and is vitally interested in participating in professional education activities so that they may better meet the needs of their students.

The procedures of implementation for each objective are stated below.

TO DEVELOP AND BEGIN IMPLEMENTATION OF A MODEL DEVELOPMENTAL VOCATIONAL GUIDANCE PROGRAM FOR MIDDLE SCHOOL STUDENTS, GRADES 6-8.

Throughout the project period, counselors from Hines Middle School and The Supervisor of Guidance worked to develop a model developmental vocational guidance program for middle school students. The program was designed to enhance and complement the existing middle school guidance program. The focus of the program is to expose middle school students to career guidance activities designed to help them know more about themselves and the world of work. The goal is to assist the students in making wiser course selections at the high school level and understand better their vocational post secondary options. The program is, in part, designed to be used in the advisory program facilitated by teachers. Many lessons are suitable for classroom guidance presentations under the direction of the counselor. A copy of the model developmental vocational guidance program for middle school

students accompanies this final report. Another part of the development of this objective was the establishment of an advisory committee to oversee the implementation of the model developmental vocational guidance program and offer suggestions for its refinement. The committee was established and included three counselors, a special education teacher, a TAG (talented and gifted) teacher, a vocational education teacher, two parents, an administrator, and the project director. This committee also provided input on the establishment of the career resource center. The model developmental vocational guidance program was designed for adoption by all middle schools in the Newport News School Division. It was piloted at Hines Middle School during the 1985-86 school year. To familiarize the counselors in the division with the project, a presentation of the program was made to all middle school counselors at the end of the school year. This presentation described the program, provided written copies of the program model to the participants, and offered assistance to the counselors who wanted to adapt it for use in their schools.

TO ENHANCE THE CAREER EXPLORATION OF MIDDLE SCHOOL STUDENTS BY INTEGRATING THE USE OF THE COMPUTER BASED VIRGINIA VIEW CAREER INFORMATION PROGRAM INTO THE MODAL DEVELOPMENTAL VOCATIONAL GUIDANCE PROGRAM

The Virginia VIEW Career Information System is a state sponsored career and college information system which is available to the local school division without cost. The

system includes a microfiche deck containing 73 microfiche. The microfiche contain information on occupations, post-secondary schools, financial aid and secondary school subjects. In addition to the microfiche, the VIEW system includes a micro-computer program which offers a self-assessment and career search. The VIEW system has been available for approximately five years and its use has been proven effective in school divisions around the state. This system has been integrated into the model developmental vocational guidance program with specific activities designed to enhance its usage and effectiveness with middle school students. Each counselor at Hines Middle School attended a Virginia VIEW workshop and explored thoroughly the possible uses for this material. Each Hines Middle School student will have experience with the Virginia VIEW materials before he/she enters high school.

TO DEVELOP AND/OR PURCHASE EQUIPMENT AND MATERIALS TO SUPPORT A DEVELOPMENTAL VOCATIONAL GUIDANCE PROGRAM FOR MIDDLE SCHOOL STUDENTS, GRADES 6-8

While working with the design of the model developmental vocational guidance program, the counselors at Hines Middle School visited the Regional Career Materials Display Center located at Booker T. Washington High School in Norfolk, Virginia to preview exemplary career guidance materials. Materials were evaluated as to their applicability and adaptability to the middle school student and to the goals of the developmental vocational guidance program. Appropriate

career materials were purchased to support the developmental vocational guidance program. In addition, a micro-computer and two microfiche readers were purchased to support the Virginia VIEW program which has become an integral part of the vocational guidance program.

TO ESTABLISH A MODEL MIDDLE SCHOOL CAREER RESOURCE CENTER AT HINES MIDDLE SCHOOL

The implementation of a model developmental vocational guidance program for middle school students requires appropriate career guidance materials. In order to provide the best possible use and accessibility to these materials, a career resource center was established at Hines middle School. A classroom was reserved at the school and furniture was ordered and arranged within the room to make it functional as a career resource center. The room is large enough to house the career materials and to accommodate approximately 25 students at a time. The micro-computer and two microfiche readers were placed in the room for use with the Virginia VIEW materials. Students have been regularly scheduled to use the career center as the model developmental vocational guidance program is implemented.

TO DEVELOP A LIAISON WITH TWO MAJOR INDUSTRIES TO PROVIDE FIRST HAND KNOWLEDGE OF LOCAL VOCATIONAL OPPORTUNITIES TO COUNSELORS, TEACHERS, AND STUDENTS

The Newport News School Division is fortunate to have available in its community the Newport News Shipbuilding Company. This company is the largest employer in Virginia

with over thirty thousand employees. It offers a wide diversity of job opportunities to local residents ranging from engineering to pipefitting to clerical. The school division strives to maintain a close working relationship with Newport News Shipbuilding. The company is a major employer of our graduates and also offers them an excellent post-secondary apprenticeship experience. It is necessary, for these reasons, that counselors be familiar with the employment and training opportunities available in the shipyard. Because the shipyard works on many Navy ships, the security that it must maintain is very rigid. In the past, it has been difficult for counselors to actually go into the facility and examine closely the kinds of jobs available in this highly specialized industry. To overcome this barrier and provide first-hand information to middle school counselors, the Newport News School Division entered into an agreement with Newport News Shipbuilding in which the company agreed to provide an intensive four-day inservice program for counselors allowing them to actually go into the shipyard and observe and interview workers on the job. As a result of this inservice training, counselors were able to take information back to their schools to both the teachers and students. Resource speakers on industrial careers in the shipyard were made available to students. This training program proved to be so valuable that the Shipyard has agreed to make it an annual event for as long as the school division needs it. (A copy of the total inservice program can be

found in Appendix B). The Newport News Public Schools participates in an adopt-a-school program and has developed partnerships between several of its schools and local industries. One of those partnerships has been established between Hines Middle School and the C & P Telephone Company. This project built on that relationship by using the telephone company as an important resource in its vocational guidance program. The communications industry exemplifies the latest technological developments. Schools need to provide the young people with the knowledge and experiences that will make them ready for entry into a highly technological world. To provide teachers and counselors with first-hand knowledge of the latest technological advances, the C & P Telephone Company agreed to sponsor an on-site visit. Speakers from the telephone company provided students with specific job-related information. A set of 25 telephone directories for the career resource center was provided by the company to use in a variety of career guidance lessons. This liaison between Hines Middle School and the C & P Telephone Company exemplified how the adopt-a-school program can be expanded to complement the career guidance effort.

TO DEVELOP AND IMPLEMENT A MODEL CAREER DAY PROGRAM FOR MIDDLE SCHOOL STUDENTS, GRADES 6-8

No amount of instruction and classroom guidance can take the place of face to face encounters between students and representatives from the world of work. One of the key activities in the model developmental vocational guidance

program was the presentation of a career fair for seventh and eighth grade students. The model for this career day program was developed at Hines Middle School and presented on April 24, 1986. Representatives from local businesses and industries were invited to participate in this event with the goal of providing first-hand information to the students. Participants were asked to demonstrate the specific job skills of their particular trade. Hampton Roads is an area of major military complexes and many of our graduates choose to enter the military service. Representatives from all branches of the military were invited to participate in the career fair. To add an extra dimension of interest, the representatives from the transportation industry were asked to display vehicles used in their jobs. In order to prepare students appropriately for the career day experience, advisory teachers conducted lessons on career exploration. The guidance counselors provided specific objectives for the lessons so that students would be able to participate in the career day experience with the knowledge needed to maximize the learning experience. After the career day activity, the advisory teachers conducted a follow-up lesson to allow students to process and share their learning experiences.

RESULTS AND ACCOMPLISHMENTS OF THE PROJECT

In the career development process, the middle school years should be devoted to the exploration of self as related to career options. Project RESOURCE has enabled the city of Newport News to provide opportunities for the middle school

students to explore more effectively their career options. The project involved, not only the development of a definitive vocational guidance program, but the institution of an inservice program for counselors that makes them more effective in implementing the program.

The model developmental vocational guidance program for middle school students, grades 6-8, has been developed, field-tested and shared with school divisions throughout the state. All middle school counselors in the local school division have received inservice assistance on the implementation of the program.

Before the implementation of Project RESOURCE, there was limited understanding on the part of counselors of the city's largest employer, The Newport News Shipbuilding Company. Because of security restrictions, the typical inservice for counselors involved a bus tour through the yard after the day shift had ended. This kind of inservice provided, at best, a cursory view of this complex industry. Because of the agreement that has been instituted between the shipyard and the school division, the intensive 4-day inservice for counselors will be continued. All counselors in the school division will have the opportunity to examine vocational opportunities in the shipyard and take this valuable information back to the students.

Before Project RESOURCE, there were no career resource centers in the middle schools in Newport News. This project has enabled the school division to develop a model career

center at Hines Middle School. The other middle school counselors have received information on the evaluation of the materials in the center and have been encouraged to return to their schools and work with the administrative staff in emulating the model center at Hines.

EVALUATION OF THE PROJECT

The effectiveness of Project RESOURCE has been determined by both formative and summative evaluation as well as by the quality of the written developmental vocational guidance program that has been produced. Formative evaluations have been conducted with each activity of the project. The results of the evaluation of the inservice program at Newport News Shipbuilding can be found in the report of the program in Appendix B. The workshops that have been presented to the teachers and counselors were evaluated by the participants. The results of these evaluations are found in Appendix C.

Both formative and summative evaluations have been conducted with the Project RESOURCE Advisory Committee which has met regularly and monitored the implementation of the project. The final evaluation made by the committee was extremely positive. A copy of the results of this evaluation, as well as agendas and minutes of their meetings, can be found in Appendix D.

CONCLUSIONS, IMPLICATIONS AND RECOMMENDATIONS

The outcomes accomplished by the implementation of Project RESOURCE for the 1985-86 school year have been very

satisfying for the Newport News Public Schools. We have seen positive results from the many efforts made to fulfill the objectives of the project. Our students have benefitted from the vocational guidance program and increased access to career information. Our counselors and teachers have benefitted from the exposure to professional growth activities and parents have been informed of the improved services to students. The project has been responsible for establishing a model career resource center in one of our middle schools and the center can be duplicated throughout the city. We have built a foundation for meeting the career development needs of our middle school students. Now, we can and will build on this foundation in the future.

BALANCE SHEET

The following is included as a balance sheet. It is not a requisition for reimbursement.

Form Q.F. 012 9/85
Submit 2 copies of request
(1 ORIGINAL)
(1 copy)

(See instructions on reserve side)

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION

REQUISITION FOR REIMBURSEMENT
VOCATIONAL EDUCATION CONTRACT/GRANT

X Annual
__ Quarterly
__ Monthly

From 9/1/85 to 5/23/86
(Period covered by report)

Agency Name/Address Newport News Public Schools
12465 Warwick Boulevard, Newport News, VA 23606

Project Number VA-86-I-113-GC-001 Project Title Project RESOURCE

Budget Classification	A. Total Direct Expenditures	B. Local Expenditures	C. Federal Funds Requested	D. Approved (State Use)
I. Salaries (attach form Q.F. 012-A)	$7000.	$7000.	- 0 -	
II. Contractual Services	- 0 -	- 0 -	- 0 -	
III. Equipment & Supplies	6495.28	- 0 -	6495.28	
IV. Travel	490.22	- 0 -	490.22	
V. Other Related Expenses	- 0 -	- 0 -	- 0 -	
VI. Indirect Costs	- 0 -	- 0 -	- 0 -	
VII. TOTALS	13,985.50	7,000.00	6,985.50	

This is to certify that the amounts listed above have been paid as expenditures authorized for this project and that documents are attached to substantiate payments for which reimbursements are claimed. It is further certified that none of the above amounts are claimed as reimbursement from any other state and/or federal funds.

Project Director — 5/15/86 Date — Fiscal Officer — 5/15/86 Date

STATE USE ONLY

Reimbursement Approved $_____ State Plan No. _____ Improvement
Funding: P.L. 98-524 Project Code _____ - _____
Type

Date — Dewey T. Oakley — Acting Administrative Director of Vocational and Adult Education

Date — Foster B. Miles, Jr. — Supervisor Vocational Planning and Operations

P. O. Box 6-Q
Richmond, Virginia 23216

FORM FOR USE IN LISTING ITEMS OF EQUIPMENT ON WHICH REIMBURSEMENT IS REQUESTED

Instructions:

Column 1 - Number the items beginning with 1 and following with consecutive numbers to the end of the list.
(When making the requisition for funds later, transfer these numbers to the invoices opposite the corresponding item of equipment).

Column 2 - Give brief description of the item so that there is no question about its identity. Give make and model number (or its equivalent).

Column 3 - Give the quantity of each item.

Column 4 - Give the unit price of the item.

Column 5 - Give amount to be received on trade-in (if applicable).

Column 6 - Give the total cost (quantity multiplied by unit price).

(USE SEPARATE SHEET FOR EACH PROGRAM)

School Newport News Public Schools Class or Program Vocational Guidance Project VA-86-1-113-GC-001

1	2	3	4	5	6
Item Number	Description of Item	Quantity	Unit Price	Less Trade-In	Total
1	Microfiche Readers Model "148"	2	319.525		639.05
2	Apple II-E Professional System #A2P2032	1	1115.08		1115.08
3	C-ITOH Pro-writer Printer Model #8510 with Interface Card	1	481.50		481.50

Form Q.F. 012-A 9/85

Submit 1 ORIGINAL copy

VIRGINIA DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION

STATEMENT OF SALARIES
for which
REIMBURSEMENT IS REQUESTED

Agency Name/Address Newport News Public Schools
12465 Warwick Blvd., Newport News, VA 23606

Project Number VA-86-I-113-GC-001 Project Title Project RESOURCE

Name, Position, and Social Security No.	Rate of Pay Hr., Wk., Mo.	No. Hours, Wks., Mos.	TOTAL	Benefits (S.S., Ins., etc.)	Reimbursement Requested
Carol G. Barr Supervisor, Guidance Project Director 006-38-1637	All salary figures are based on the % of time monthly spent on project.	10% for 10 months	$3000.	- 0 -	- 0 -
Kathryn Hall Counselor Site Project Facilitator 150-28-2181		10% for 10 months	2500.	- 0 -	- 0 -
Debbie Fields Counselor Site Project Counselor 200-42-3277		3% for 10 months	750.	- 0 -	- 0 -
Frances Lawrence Counselor Site Project Counselor 229-46-2356		3% for 10 months	750.	- 0 -	- 0 -
			$7000.00	TOTAL	- 0 -

This is to certify that the person(s) listed above have received the amount(s) indicated and reimbursement is claimed in accordance with the approved contract or grant. No reimbursement is requested.

Project Director	5-15-86 Date	Fiscal Officer	5-15-86 Date

APPENDIX A

MEMORANDUM OF AGREEMENT

Training Program

Counseling for Industrial Careers

Workshop sponsored by Newport News Shipbuilding in cooperative agreement with Newport News Public Schools.

Agreement: Newport News Shipbuilding will conduct the Counseling for Industrial Careers workshop for 12 to 15 guidance counselors from Newport News Public Schools over an eight week period during the months of October and November 1985.

The program will consist of four sessions with topics being presented to help guidance counselors prepare students to enter the world of work.

The Company will provide lunches for participants and Company employees sharing in the occupational interviews.

The program is in accordance with the Pilot Cooperative Agreement between Newport News Shipbuilding and Newport News Public Schools for 1985. All responsibilities of that agreement are binding for this program.

Purpose: Provide guidance counselors with opportunities to learn about industrial careers by gaining firsthand knowledge of the nature of employment in an industrial setting, specifically Newport News Shipbuilding. Through this experience counselors will be better equipped to prepare students for the changing world of work.

Objectives:

A. Provide realistic information and experience counselors can use to help students relate their aptitudes, interest, and academic preparation to career planning.

B. Address the employment needs of the region, particularly Newport News Shipbuilding, to assure a flow of qualified workers.

C. Develop opportunities for continuing relationships between Newport News Shipbuilding personnel and educators responsible for providing career guidance to students.

D. Provide information on career opportunities within the corporate structure of Newport News Shipbuilding in particular and similar corporations in general.

Focus: Counseling students to enter the work force after high school and alternatives available other than four year college.

APPENDIX B

COUNSELING FOR INDUSTRIAL CAREERS

● A Liaison Between Education and Industry ●

Sponsored by:

NEWPORT NEWS PUBLIC SCHOOLS

NEWPORT NEWS SHIPBUILDING

OCTOBER – NOVEMBER, 1985

Newport News Public Schools

Pupil Services Department

21 BURNS DRIVE
NEWPORT NEWS, VIRGINIA 23601

PARTICIPANTS
COUNSELING FOR INDUSTRIAL CAREERS
NEWPORT NEWS SHIPBUILDING

October 4, 18 and November 1, 8, 1985
8:30 - 3:30

Carver Middle School	Lola Rainey
Dozier Middle School	Leslie Kaplan
Dunbar Middle School	Delores Hunt
Hines Middle School	Kathy Hall
Huntington Middle School	Irma Jones
Magruder Middle School	Joann Harrell
Newsome Park Middle School	Jesse Zedd
Reservoir Middle School	Barbara Mills
Washington Middle School	Brenda Hart
Denbigh High School	Neva Parker
Ferguson High School	Don Bock
Menchville High School	Jan Foster
Warwick High School	Fran Scott
Watkins Center/Supervisor	Carol G. Barr

MEMORANDUM OF AGREEMENT

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B. Address the employment needs of the region, particularily Newport News Shipbuilding, to assure a flow of qualified workers.

C. Develop opportunities for continuing relationships between Newport News Shipbuilding personnel and educators responsible for providing career guidance to students.

D. Provide information on career opportunities within the corporate structure of Newport News Shipbuilding in particular and similar corporations in general.

Focus: Counseling students to enter the work force after high school and alternatives available other than four year college.

Program Description:

A. General Description

1. There will be four sessions which will meet every other week over an eight week period from 8:30 a.m. to 3:30 p.m. The total program consist of 24 clock hours of training. The sessions will be held at Newport News Shipbuilding's Management Development Center in Newport News, Virginia.

2. During the initial session participants will be provided a general orientation to the workshop. The orientation will include an overview of Newport News Shipbuilding and an introduction to the structure and details of careers and occupational functions within the Company.

B. Session Overview

Although each session will vary, an example of the program day is:

Segment One: Each session will include a general topic in occupational counseling such as:

(1) "The Changing nature of the Work Force"

(2) "Impact of High Technology on Careers"

(3) "Effects of the Computer and Telecommunications on Work and Education"

Segment Two: First Occupational Presentation

Each session will include two overviews of occupational opportunities within industry. Areas to be addressed are:

(1) Typical entry level jobs available.

(2) Typical salaries.

(3) High School or trade preparation that would help prepare for these jobs.

(4) Description of work elements.

(5) Questions, discussion.

(6) Directions for occupational interview.

Segment Three: First Occupational Interview

During the occupational interview, pairs of participants will spend one hour with selected Newport News Shipbuilding employees working within the occupation presented in Segment Two.

Participants will be able to observe and interact with employees as they preform their work. Participants will be able to gain firsthand experience of the wide variety of work being performed by NNS employees and of the reactions of employees to their work. Counselors and employees will be given guidelines for the interview experience prior to Session 1.

Segment Four: Lunch with NNS Employees

For each session, a luncheon will be provided for participants and NNS personnel participating in the occupational interview. The luncheon will afford participants an opportunity to discuss the morning program.

Segment Five: Second Occupational Presentation

Segment Six: Second Occupational Interview

Segment Seven: Experience Processing

The final segment of the program will provide an opportunity for participants to discuss and share their reactions to the presentations and occupational interviews. Processing will be directed by Dr. Carol Barr from Newport News Public Schools and Mr. William Casto from NNS. The goal of the experience processing will be to focus attention on how counselors can use this information to enhance occupational education in their schools. A feedback sheet will be completed each day by participants to provide evaluations of what participants are getting out of the sessions.

A certificate of participation will be awarded to each participant by Newport News Shipbuilding Management Development Center. Participants who successfully complete the 24 hours of training will be able to use the "Counseling for Industrial Careers" workshop as a non-credit course for recertification.

Participants will be expected to complete a follow-up questionnaire six months after completion of the workshop. This survey will be used to measure impact of the workshop and specifically to determine if information presented enhanced occupational counseling.

PROGRAM SCHEDULE

for

Counseling for Industrial Careers

Session 1 - October 4, 1985

A.M.		
8:15 - 8:30	Coffee	
8:30 - 8:35	Welcome	Y. B. Williams, Jr. Community Affairs
8:35 - 8:45	Workshop Orientation	W. G. Casto Training Systems & Services
8:45 - 9:15	Company Overview	J. E. Wallace Training and Development
9:15 - 10:00	The Changing Nature of the Work Force	W. J. Heisler Management Development
10:00 - 10:45	Apprentice Opportunities	H. L. Underwood Apprentice School
10:45 - 11:00	Break	
11:00 - 12:00	Occupational Interview	J. H. Hughes (Interview Coordinator) Apprentice School
P.M.		
12:00 - 1:00	Lunch	Building 520, 6th floor
1:00 - 1:45	The Electrical Worker	J. C. Odell Apprentice Instructor
1:45 - 2:45	Occupational Interview (Electrical)	J. C. Odell (Interview Coordinator) Apprentice Instructor
3:00 - 3:30	Experience Processing	Classroom in Building 500

PROGRAM SCHEDULE
for
Counseling for Industrial Careers
Session 2 - October 18, 1985

A.M.		
8:15-8:30	Coffee	
8:30-8:50	Film "The Trades That Make It Happen"	
8:50-9:15	Educational Realities in Industry	R. Wollesen Training Systems & Services
9:15-10:00	Impact of High Technology on Careers	L. Smith Advanced Technology Dept.
10:00-10:45	Hull Trades	J. Ramey Lead Craft Instructor
10:45-11:00	Break	
11:00-12:00	Occupational Interview (Hull Trades)	J. Ramey (Interview Coordinator)
P.M.		
12:00-1:00	Lunch	Building 520, 6th Floor
1:00-1:45	Pipefitting Trades	P. Saunders Lead Apprentice Instructor
1:45-2:45	Occupational Interview	P. Saunders (Interview Coordinator)
2:45-3:00	Break/Refreshments	
3:00-3:30	Experience Processing	Building 500, Classroom

PROGRAM SCHEDULE
for
Counseling for Industrial Careers
Session 3 - November 1, 1985

A.M.		
8:15-8:30	Coffee	
8:30-8:50	Film "Partnership Forged in Steel"	
8:50-9:15	NNS Employment Prospective	D. Jones Salaried Employment
9:15-10:00	"Effects of Computer and Tele-Communication in Work & Education	F. Brake Computer Services
10:00-10:45	Occupations in Fire Protection & Security	G. Lowe Plant Protection Dept.
10:45-11:00	Break	
11:00-12:00	Occupational Interview	G. Lowe (Interview Coordinator)
P.M.		
12:00-1:00	Lunch	Building 520, 6th Floor
1:00-1:45	Salaried/Non-Degree Jobs	U. Salamone Salaried Employment
1:45-2:45	Occupational Interview	U. Salamone (Interview Coordinator)
2:45-3:00	Break/Refreshments	
3:00-3:30	Experience Processing	Building 500, Classroom

PROGRAM SCHEDULE
for
Counseling for Industrial Careers
Session 4 - November 8, 1985

A.M.		
8:15-8:30	Coffee	
8:30-8:50	Film "Productivity and the Self-Fulfilling Prophecy: The Pygmalion Effect"	
8:50-9:15	The Interview Process	J. Parker Hourly Employment
9:15-10:00	Employee Ability Skills	J. Hughes Apprentice School
10:00-10:45	Opportunities & Careers in Welding	G. Hornberger Welding School
10:45-11:00	Break	
11:00-12:00	Occupational Interview (Welding)	G. Hornberger (Interview Coordinator)
P.M.		
12:00-1:00	Lunch	Building 500
1:00-1:45		
1:45-2:45		
2:45-3:00	Break/Refreshments	
3:00-3:30	Experience Processing	Building 500, Classroom

EXPERIENCE PROCESSING
(30 Minutes)

I. Review of Days Events (Barr and/or Casto) (5 min.)

II. Open Discussion of Days Events (15 min.)

A. Speaker ask questions of participants

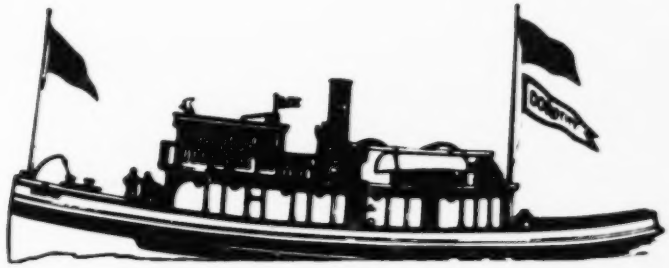
1. Question should pertain to feedback sheet

2. Ask what questions did participants have prior to visit that are still unanswered?

B. Participant's open discussions

III. Filling Out Feedback Sheet (10 min.)

Certificate of Completion



This Certificate is Awarded

To

Carol Barr

Who Successfully Completed

COUNSELING FOR INDUSTRIAL CAREERS

Carol E. Barr

Richard C. Courtwell

Newport News Shipbuilding
A Tenneco Company

APPENDIX

Newport News Public Schools

Pupil Services Department

21 BURNS DRIVE
NEWPORT NEWS, VIRGINIA 23601

TO: Middle School Principals

FROM: Carol G. Barr

DATE: July 3, 1985

SUBJECT: Inservice with the Shipyard

I have been working for several months with Jim Wallace and Bill Casto from Newport News Shipbuilding to develop an inservice program for counselors on industrial careers. We will implement the first phase of the program in the fall.

Each middle school will send one counselor to the "Counseling for Industrial Careers" program. The dates of the program are October 4, October 18, November 1 and November 8. An outline of the program is attached. I have submitted a request for the offering on 1 non-college credit to the participants.

Please note these dates on your calendar and begin thinking about which counselor you will nominate to attend.

Thank you.

CGB/ymr

Attachment

Newport News Public Schools

Pupil Services Department

21 BURNS DRIVE
NEWPORT NEWS, VIRGINIA 23601

July 3, 1985

Mr. Jim Wallace
Director of Training and Development
4101 Washington Avenue
Newport News, VA 23607

Dear Jim:

I want to thank you and Newport News Shipbuilding for your cooperation and assistance in developing the "Counseling for Industrial Careers" program. The work with Mr. Casto is progressing very nicely and we are looking forward to a successful inservice presentation.

Mr. Casto offered his assistance in submitting a grant proposal for funds for vocational guidance in our schools. We did take advantage of his offer and included the "Counseling for Industrial Careers" program in the proposal that was submitted. You will find reference to Newport News Shipbuilding on pages 2, 12, 17, and 36 of the enclosed proposal.

Thank you again for your assistance. I look forward to the "Counseling for Industrial Careers" program in October.

Sincerely,

Carol G. Barr

Carol G. Barr, Ed.D.
Supervisor of Guidance

CGB/ymr

Enclosure: 1

Form CA. 006B 2/82

VIRGINIA DEPARTMENT OF EDUCATION
PERSONNEL AND PROFESSIONAL DEVELOPMENT

DESCRIPTION OF PROPOSED COURSE

Newport News
Division Name

1. **Areas of need for inservice course.**
Guidance counselors need an opportunity to learn about industrial careers available for students in the Peninsula Area.
Guidance Counselors need to become better acquainted with careers specific to the shipbuilding industry.

2. **Objectives of proposed course.**
. Provide realistic information and experience counselors can use to help students relate their aptitudes, interests and academic planning to career preparation.
. Address the employment needs of the Peninsula, particularly Newport News Shipbuilding.
. Provide information on career opportunities in the shipbuilding industry.

3. **Number of participants in course.** 15

4. **Describe course. Include amount of instruction, time per session, number of sessions per week or month, beginning and ending dates, and brief outline of course.**

The course will meet in the Newport News Shipyard. There will be a 7-hour session on each of the following dates: October 4, October 18, November 1 and November 8. A brief outline of the course is attached.

5. **Describe evaluation process at completion of course.**
There will be an opportunity for information processing at each session. Additionally, a follow-up survey will be completed six months after completion of the workshop.

6. **Names and qualifications of course instructors. Indicate for each person the current employer, academic degrees, and experience.**
W. B. Casto - Newport News Shipbuilding - M.Ed. - 12 years teaching and administrative experience.

Carol G. Barr - Newport News Schools - Ed.D. - 10 years of teaching and counseling experience

Newport News Public Schools

Pupil Services Department

21 BURNS DRIVE
NEWPORT NEWS, VIRGINIA 23601

September 30, 1985

TO: Selected Middle and High School Counselors

FROM: Carol G. Barr, Supervisor of Guidance

SUBJECT: Educators in Industry Program
Newport News Shipbuilding

The Counseling for Industrial Careers program, which is a cooperative endeavor between Newport News Shipbuilding and Newport News Schools, will begin this Friday, October 4 at 8:15 a.m. Attached is information that will inform you of the details of the program. Please note that there will be a total of four sessions: October 4, October 18, November 1 and November 8.

You will be able to park in the parking lot at 41st and Washington. When you enter the parking lot, check with the guard and he will tell you where to park. As you know, parking is very restrictive near the shipyard so if you can arrange to carpool, it will be helpful. We will meet at 8:15 at the Management Training Center at 39th and Washington (upstairs). This is a short walk from the parking lot.

Mr. Casto asked me to remind you that you will be actually going into the shipyard. Women are not allowed to wear high heel shoes or sandals in the shipyard. You should wear confortable, substantial shoes like loafers or closed-toe flat shoes.

I will see you on Friday. If you have any questions, call me.

cc: Mr. Bruno
High School Principals
Middle School Principals
Participants:
Lola Rainey, Carver Middle School
Leslie Kaplan, Dozier Middle School
Delores Hunt, Dunbar Middle School
Kathy Hall, Hines Middle School
Irma Jones, Huntington Middle School
Joann Harrell, Magruder Middle School
Jesse Zedd, Newsome Park Middle School
Barbara Mills, Reservoir Middle School
Brenda Hart, Washington Middle School
Neva Parker, Denbigh High School
Don Bock, Ferguson High School
Jan Foster, Menchville High School
Fran Scott, Warwick High School
Carol G. Barr, Watkins Educational Center

CGB/ymr

Attachment

Newport News Public Schools

Pupil Services Department

21 BURNS DRIVE
NEWPORT NEWS, VIRGINIA 23601

November 26, 1985

Mr. Jim Wallace
Director of Training and Development
Newport News Shipbuilding
4101 Washington Avenue
Newport News, VA 23607

Dear Jim:

Thirteen counselors from the Newport News Schools have just completed the "Counseling for Industrial Careers" program. This program, which was a cooperative venture between our school division and Newport News Shipbuilding, has been reported by the counselors as an overwhelming success. They state that this program provided for them an unprecedented opportunity to become truly knowledgeable about career opportunities in the shipyard. They have indicated that they have already used some of the information that they gained and, as a result, have been able to provide better guidance to the students in our schools.

I want to thank you, Bill Casto and Roland Walleson for the time and effort that was put forth to make this a valuable inservice experience. I know that our students will be receiving many benefits as a result of the intensive training that was provided for the counselors. I hope that your company will also see some of those benefits as you hire graduates from our school division who are more aware of the opportunities that are available in the shipyard and more informed of the efforts that they must take to avail themselves of those career opportunities.

I hope that we will be able to continue the "Counseling for Industrial Careers" program next year and provide this experience for other counselors in the school division. I look forward to working with you.

Sincerely,

Carol G. Barr, Ed.D.
Supervisor of Guidance

APPENDIX C

PROJECT RESOURCE WORKSHOP FOR
HINES MIDDLE SCHOOL TEACHERS
APRIL 9, 1986

AGENDA

1. Introduction: Kathy Hall

2. Objectives of the Project: Kathy Hall

3. Overview of the Materials and Resources: Kathy Hall

4. Overview of the Developmental Program: Debbie Fields

5. Overview of Virginia View: Frances Lawrence

6. Career Fair: Debbie Fields

7. Vehicle Day: Frances Lawrence

8. Activity: Kathy Hall

9. Evaluation: Kathy Hall

HINES MIDDLE SCHOOL
PROJECT RESOURCE
WORKSHOP EVALUATION SHEET
TEACHERS

Today's Date: April 9, 1986

Workshop Topic: Hines Middle School Project Resource Materials

Please indicate below the quality of this workshop by circling the appropriate number with a 5 being the highest quality and a 1 being the lowest quality.

1. The objective(s) of this workshop was made clear.

1 2 3 4 5 Results 4.92

2. The objective(s) was satisfactorily accomplished.

1 2 3 4 5 Results 4.88

3. The topic of this workshop was relevant to the career/vocational preparation of middle school students.

1 2 3 4 5 Results 4.88

4. The presenters were well prepared.

1 2 3 4 5 Results 4.96

5. The facilities were appropriate and adequate.

1 2 3 4 5 Results 4.9

Suggestions _____

_____

PROJECT RESOURCE WORKSHOP FOR
MIDDLE SCHOOL COUNSELORS
MARCH 24, 1986

AGENDA

1. Introduction: Dr. Carol Barr

2. Objectives of the Project: Kathy Hall

3. Overview of the Developmental Program: Debbie Fields

4. Vehicle Day: Frances Lawrence

5. Materials: Kathy Hall

6. Activity: Debbie Fields

7. Evaluation: Kathy Hall

HINES MIDDLE SCHOOL
PROJECT RESOURCE
WORKSHOP EVALUATION SHEET
COUNSELORS

Today's Date: March 24, 1986

Workshop Topic: Project Resource Report

Please indicate below the quality of this workshop by circling the appropriate number with a 5 being the highest quality and a 1 being the lowest quality.

1. The objective(s) of this workshop was made clear.

1 2 3 4 5 Results 4.9

2. The objective(s) was satisfactorily accomplished.

1 2 3 4 5 Results 4.75

3. The topic of this workshop was relevant to the career/vocational preparation of middle school students.

1 2 3 4 5 Results 4.9

4. The presenters were well prepared.

1 2 3 4 5 Results 4.9

5. The facilities were appropriate and adequate.

1 2 3 4 5 Results 5

Suggestions _____

APPENDIX D

HINES MIDDLE SCHOOL
PROJECT RESOURCE ADVISORY COMMITTEE
EVALUATION CAREER RESOURCE CENTER

Please indicate how well you think we have accomplished the six objectives as set forth in Project RESOURCE and the value of the workshop. Circle the appropriate number with a 5 being the highest accomplishment and a 1 the lowest accomplishment. Thank you.

Objectives

1. To develop and begin implementation of a model developmental vocational guidance program for middle school students, grades 6-8.

   1 2 3 4 5 — Results: 7 - 5's, 1 - 4

2. To enhance the career exploration of middle school students by integrating the use of the computer based Virginia VIEW Career Information Program into the model developmental vocational guidance program.

   1 2 3 4 5 — Results: 6 - 5's, 2 - No response

3. To develop and/or purchase equipment and materials to support a developmental vocational guidance program for middle school students, grades 6-8.

   1 2 3 4 5 — Results: 8 - 5's

4. To establish a model middle school career resource center at Hines Middle School.

   1 2 3 4 5 — Results: 8 - 5's

5. To develop a liaison with two major industries to provide firsthand knowledge of local vocational opportunities to counselors, teachers, and students.

   1 2 3 4 5 — Results: 8 - 5's

6. To develop and implement a model career day program for middle school students, grades 6-8.

   1 2 3 4 5 — Results: 7 - 5's, 1 - No response

7. The workshop to familiarize me with the Career Resource Center and the materials was helpful.

   1 2 3 4 5 — Results: 6 - 5's, 2 - No response

8. Suggestions for Improvement:

Think you did a great job!

Continue the Program! Excellent!

Date May 13, 1986

PROJECT RESOURCE ADVISORY COMMITTEE MEETING
FEBRUARY 10, 1986

AGENDA

1. What we have done to this point. (Interim report)

2. Review materials purchased

3. Discuss:
   A. Use of room
   B. Use of materials

4. What we need to accomplish
   A. Career Fair
   B. Teachers use of . . .
   C. Other materials
   D. Involvement of parents

5. Funds left

6. Other concerns

PROJECT RESOURCE ADVISORY COMMITTEE MEETING
MINUTES
Career Resource Center, Hines Middle School
February 10, 1986 - 2:30 p.m.

In Attendance: Dr. Carol Barr, Marcelle Canright, Tezella Cline, Debbie Fields, Kathryn Hall, Frances Lawrence, Joseph McCade, Donna Shield and Judy Wilson

Agenda Items:

I. **Interim Report:** Presented an update on each of the objectives.

Objective 1: To develop and begin implementation of a model developmental vocational guidance program for middle school students, grade 6-8.

The program has been field tested in several classes by Debbie Fields and Kathy Hall. The final program will be ready for our next meeting.

Objective 2: To enhance the career exploration of middle school students by integrating the use of the computer based Virginia View Career Information Program into the model developmental vocational guidance program.

The three counselors attended a Virginia View workshop in the fall. The micro-computer and microfiche readers arrived in January. Eighth graders will do Job-O and Virginia View in February and March. Seventh graders will do Job-O in March and Virginia View in grade 8.

Objective 3: To develop and/or purchase equipment and materials to support a developmental vocational guidance program for middle school students, grade 6-8.

Committee members examined materials already purchased. Library cards and jackets are on hand to catalog materials. Judy Wilson offered to help do this.

Objective 4: To establish a model career resource center at Hines Middle School.

Room 103 has been designated as the Career Resource Center. Additional tables, chairs, and bookshelves will be ordered from the warehouse.

A workshop for other Newport News middle school counselors will be held on March 24, 8 - 11.

Objective 5: To develop a liaison with two major industries to provide first hand knowledge of local vocational opportunities

to counselors, teachers and students.

Kathryn Hall attended the workshops provided by Newport News Shipbuilding. Debbie and Frances should be able to attend the workshops in the 1986-87 school year. The C & P Telephone Company has provided a classroom set of telephone books for the Career Resource Center.

Objective 6: To develop and implement a model career day program for middle school students, grade 6-8.

The Career Fair will be held April 24 in the Hines gym. We discussed the list of possible presenters and advisory members suggested additional people. The letter to be sent out soliciting presenters was approved and will be sent out by Yvonne Roberts the second week in February.

2. **Needs:** Things that still need to be accomplished.

In-service: We need to schedule an in-service workshop for Hines teachers and another for parents. An evaluation device needs to be developed for these in-service workshops. An evaluation device will be needed for middle school counselors workshop.

Funds: Approximately $2000.00 is left for the purchase of materials.

Next meeting: April 15, 1986 at 2:30 in the Career Resource Center.

Reported by: Kathryn Hall

KH/ymr

3/5/86

PROJECT RESOURCE ADVISORY
COMMITTEE MEETING
APRIL 15, 1986

AGENDA

I. Developmental Vocational Guidance Curriculum

II. Materials -
- Cataloging
- Variety

III. Workshops -
- Counselors
- Teachers

IV. Computer -
- Virginia View
- Other . . . .

V. Career Fair

VI. Project Director's Meeting

VII. Final Meeting

PROJECT RESOURCE ADVISORY COMMITTEE MEETING
CAREER RESOURCE CENTER, HINES MIDDLE SCHOOL
APRIL 15, 1986 - 2:30 p.m.

MINUTES

In Attendance: Dr. Carol Barr, Tezella Cline, David Flax, Debbie Fields, Kathy Hall, Frances Lawrence, Donna Shield and Judy Wilson

Agenda Items:

Item I: The final copy of the Middle School Developmental Vocational Guidance Curriculum in grades 6, 7 and 8 was presented. Committee members had the opportunity to examine a copy of the program. Copies of the program will be given to each middle school counselor in Newport News. Copies will be housed in the Career Center for distribution to sixth, seventh, and eighth grade teachers at Hines. Thirty copies will be taken to the Project Directors meeting in Charlottesville on April 16 and 17.

Item II: An update on the current status of materials was presented. Almost everything we ordered has arrived. Judy Wilson was commended for her many hours of work in the Career Center preparing the materials with library cards.

Item III: A summary of the five workshops and the evaluations was presented. All middle school counselors and teachers at Hines have been through the workshop on the Career Center.

Item IV: Materials to be used on the computer was presented at the workshops. All teachers received a brief summary of the Virginia VIEW system.

Item V: All committee members were invited to attend the Career Fair on April 24, 1986. About 25 presenters have accepted. Lunch will be provided for the presenters. Tables and chairs have been ordered for use in the large gym. An APS activity has been developed and will be distributed to all seventh and eighth grade teachers.

Item VI: Dr. Barr reviewed the presentation to be given at the meeting in Charlottesville on April 16 and 17. Kathy Hall is to accompany Dr. Barr.

Item VII: A final meeting is needed to evaluate the project. This meeting will be May 13, 1986 at 2:30 p.m. in the Career Resource Center.

4/28/86